

FlexJobs Samples: Summary and Key Skills Sections on Resumes

Example #1

SUMMARY AND KEY SKILLS

Experienced marketing professional and team leader who uses skills in strategy development, project management, and relationship building to achieve goals. Accomplished director of full-cycle print and digital marketing activities. Excellent written and verbal communicator who thrives in both individual conversations and large presentations. Passion for process improvement, coaching, and translating goodwill into results. Extensive remote work and remote education experience with a dedicated home office.

Marketing Strategy - Business Development - Project Management
Communication Writing and Copyediting - Advanced Analytics
Training and Coaching - Master of Business Administration (MBA) - Usability and Testing

Example #2

Operations and Sales Professional

Results-driven operations and sales leader with a consistent history of substantially increasing sales. Expertise in establishing and executing processes, procedures and policies to increase compliance, productivity, standardization and profitability. Skilled in team building, strategic planning, training, coaching and analytics. Successful 10+ year history of working remotely and on distributed teams.

Key Skills:

- Sales Strategy, Territory Planning, Relationship Development, Operations Management
- Analysis, Third Party Compliance, Solution & Proposal Development, Process Improvement
- Leadership, Communication, Coaching & Peer Development, Collaboration

Technical Proficiency

- MS Office, Google Drive, Dropbox, Zoom, GoToMeeting, GoToWebinar, Eldermark, Sherpa, Relias, Skype, SharePoint; technically adept and quickly learns new programs.

Example #3

PROFESSIONAL PROFILE AND KEY SKILLS

Experienced marketing and social media strategist with 5+ years of remote work experience. Trusted marketing specialist focused on helping companies tell their stories and expand their audiences. Approachable, friendly teammate and leader skilled at planning, organizing, communicating, and problem-solving.

Marketing — strategy, planning, analytics, email marketing, organic media growth, paid media, content creation

Social Media — audience engagement through Twitter, Pinterest, Instagram, Facebook, Snapchat

Photo and Video — graphic and web design, photo editing, video creation

TECHNICAL SKILLS

Marketing & Social Media — Marketo, Hubspot Convertkit, MeetEdgar, CoSchedule, Hootsuite, Tailwind, Planoly, Plann

Design — Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere), Final Cut Pro

Content — MS Office (Word, Excel, PowerPoint), Google Drive (Docs, Sheets, Slides), WordPress, Squarespace

Remote Work Tools — Asana, Trello, Slack, Dropbox, Skype, Google Chat, Hangouts, Zoom

Example #4

KEY QUALIFICATIONS AND SKILLS

- Results-driven customer service professional with outstanding listening and communication skills
- 7 years of experience in public-facing customer-focused roles helping to resolve technical and other issues, including experience providing high-quality customer support through phone and email
- **Remote work experience and skills:** adaptability, autonomous and independent work, trustworthy and productive, enthusiastic interest in learning, deploying, and teaching others new technology. Completed 2+ years of remote/online education, communicating and collaborating with students and professors.

Example #5

Profile Summary

An accomplished communications leader with a passion for strategic thinking and a commitment to collaboration who excels at creating in uncharted waters. Proven track record of building innovating tactical plans resulting in brand awareness growth and influencing key stakeholders to reach target goals. A visionary and implementation expert consistently creating and executing events, public relations, and multi-channel marketing plans, ensuring integrated and effective communication strategies will deliver the message in a compelling way.

Core Competencies

Strategic Planning | Collaboration | Problem-solving | Organization | Community Engagement Leadership
Public Relations | Skilled Multi-tasker | Influencer | Digital Marketing | Media Relations
Print Marketing | Vendor Management | Writing | Editing